



LOS MEDANOS  
COLLEGE

Safety Committee  
Minutes

Thursday, February 16, 2017  
3:00 PM – 4:30 PM, CORE CO-420

	<ul style="list-style-type: none"><li>- Herb will take care of AED training and would like to coordinate them from DO Risk Management. He said for our campus to pick a room, date and time so he can schedule a training.</li><li>- Chad updated everyone on his planned walk thru that will occur Spring 17. He has been speaking with President Bob, Kevin and Judy on coordinating a walk with all safety monitors listed on the "Safety Support Team" flow chart. The goal of the walk thru is to review the evacuation map, test radios and answer any questions safety monitors have about the drill or other safety/evacuation issues. Chad has been contacting managers and safety monitors and asking for good times for a walk thru in their area; it will take maybe 15 minutes.</li><li>- Since a few managers lock their radios in their office, another goal is to figure out a way to avoid this issue. Chad would like to have each area do its own safety drill to get practice using the radio, work on ways to communicate with police services and do an inventory check on safety backpacks. Chad has been working with the Bookstore and the Business Office to possibly have a safety drill next week. Chad mentioned any committee member is welcomed to help with these inspections.</li><li>- Steve commented that he doesn't know who in the Science building has a radio. Russ clarified that no one in the Science building has a radio and there are intentions to supply them with one, but for now to communicate with the Library. However, Steve's concern is if there is a shelter-in-place situation the building will have no communication with the outside.</li><li>- Chad and Russ talked about an up-coming project happening sometime this year where all classrooms, large rooms and open areas will have an emergency button. This will have a digital display and PA system to keep in communication with the entire campus in an emergency situation. But for now Chad assures everyone they will be sending out all kinds of messages one way or another (e.g. text, email) to keep in communication if an emergency occurred and no radio is available.</li><li>- Judy discussed the next goal on the list: Updating the maps on the website, specifically with the AED locations (just on the website not all over campus).</li><li>- Russ suggested supplying the Science Building with an AED machine, because Science building has classes/events on the weekend and sometimes the Library or the Gym can be locked during these hours. Herb told Russ to let him know about buildings needing AED machines, so he can purchase them and keep the AED purchases consistent. Judy agreed that the Science and Math building need AED machines. Russ and Herb will work together on purchasing AEDs for these locations.</li><li>- Safety signs are part of the fiscal year goal spreadsheet. Sandra agreed it should go on doors that have safety supplies. Eloine mentioned how her backpack doesn't have</li></ul>			
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	2c	<p>a radio, so some safety signs can be altered without the radio to not give false information of supplies.</p> <ul style="list-style-type: none"> <li>- Chad will implement monthly radio checks starting in spring, there is a procedure for this to make sure everyone is comfortable with using the radio.</li> <li>- Teresa would like to have a campus wide evacuation training in the fall or spring. Possibly have this as an ongoing goal with safety information sent out every spring and every fall.</li> <li>- Bob motioned to approve Safety Goals and Teresa seconded. Approved unanimously.</li> <li>• <b>Safety Signs</b></li> <li>- Judy provided samples of laminated signs that can be created in-house for under \$1/each.</li> <li>- There was discussion regarding the best size for the signs, where they would be located and how they would be mounted. Removable/remountable tape will be used, however, supplies should not move when someone is switching offices. Sandra mentioned that supplies should stay within the area if someone moves offices.</li> <li>- Safety signs should show what kind of supplies are available in the backpack and can help anyone locate where the supplies are. Signs will be customized to reflect the actual supplies at each location, e.g. radios.</li> <li>- Russ moved to proceed with the signs; seconded by Teresa; approved unanimously.</li> </ul>			
<p><b>3. New Business</b> (<i>New items on agenda</i>)</p>					
	3a	<ul style="list-style-type: none"> <li>• <b>Safety Committee Webpage</b></li> <li>- Russ has gone through the Safety Committee page to clean it up and update the old information. Russ worked with Eloine to create a Safety Committee tab/button for training opportunities for college employees.</li> <li>- Russ talked about updating maps and the locations of AED, as well as the list of people trained to use an AED. Judy noted that listing those that know how to use an AED is not necessary. Barbara suggested possibly sending out a list of people that did the CPR/AED training.</li> <li>- Herb clarified that providing AED training to educate the staff is required by the District, but it is not mandatory for individuals to take the course in order to operate the equipment. Carole brought up that the AED machine will walk someone through the procedure. There was discussion regarding listing the training schedule on the website, but to be specific that it is an "Employee training opportunities", not a public opportunity.</li> </ul>	Breza		

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		<ul style="list-style-type: none"> <li>- The Safety web page now shows the next committee meeting date, along with the agenda and minutes.</li> <li>- Judy suggested that Russ update the section about evacuation chairs, remove the names of staff that are trained using the chair. Herb talked about how one needs to be trained to use the evacuation chair, however if the time comes and an individual has good intentions then they are protected under Good Samaritan laws.</li> <li>- Judy would like the evacuation chair page to have the same layout as the AED page, such as the list of locations of AED/evacuation chairs.</li> <li>- For the earthquake procedure page, Barbara and Eloine suggested linking this page directly to the District Police Services webpage, rather than a separate PDF to avoid having multiple/different, and possibly out-dated, pages.</li> <li>- Judy suggested reminding employees to check the website every spring and fall, to become familiar with it and check on updates.</li> </ul>			
<b>4. Standing Items</b> ( <i>Updates</i> )					
4a	<ul style="list-style-type: none"> <li>• <b>Training Schedule</b></li> <li>- Judy said there should be a 3 person subcommittee training schedule, however we have to wait until SGC determines the official membership of the committee before starting any training.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Safety Support Grid</b></li> <li>- Russ updated the flowchart, removing the names of those no longer here. The Managers are responsible for keeping this flow chart updated and filling in the vacancies.</li> <li>- Russ brought up the fact that there are no night Safety Monitors; this could be an issue if an emergency occurs during the evening time. Currently, Police Services would take lead on any evening emergencies.</li> </ul>	Breza / Wehrmeister	<a href="#">Flow Chart evacuation plan-9-15-16 draft.pdf</a>	Update
4b					
<p><b>NEXT MEETING:</b> Thursday, March 16, 2017 3:00 PM to 4:30PM; TBD</p> <ul style="list-style-type: none"> <li>- Secretary will work on looking for an open space for the next meeting. Next meeting will be with Alex Porter, the new Vice President for Business.</li> <li>- Herb talked about ICS training for managers, but managers recently did this training during one of the President Council meetings.</li> </ul> <p>Meeting adjourned 4:06pm</p>					

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**April 20, 2017  
May 18, 2017  
June 15, 2017**

**October 19, 2017  
November 16, 2017  
December 21, 2017**

**July 20, 2017  
August 17, 2017  
September 21, 2017**